



Virginia Room  
City of Fairfax Regional Library  
10360 North Street  
Fairfax, VA 22030-2514  
703-293-6227 x6

Date:\_\_\_\_\_ Any Deadline?\_\_\_\_\_

Name:\_\_\_\_\_

Street Address:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_

Phone:\_\_\_\_\_

Email:\_\_\_\_\_

DPI: 300 other:\_\_\_\_\_

Customer plans to print scans

original size 8" x 10" other:\_\_\_\_\_

File type: jpg tiff other:\_\_\_\_\_

☐ Scan and email OR ☐ Scan to CD (\$1.00 charge)  
☐ CD will be held at the Virginia Room desk

Scans requested: (\$8.00 each)

PHOTO ID NUMBER	DESCRIPTION OF PHOTO

Staff initials:\_\_\_\_\_

Payment received: ☐

Cash / Check #\_\_\_\_\_

Scanned by:\_\_\_\_\_

Date completed:\_\_\_\_\_

Customer contacted: ☐

Scanned photos log: ☐

**Total:** \_\_\_\_\_

Checks should be made payable to FCPL. Payment due at time of order.

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**Credit line must include:** "Courtesy of the Fairfax County Public Library Photographic Archive." Two copies of any publication containing these images must be donated to the Virginia Room at the City of Fairfax Regional Library.

Signature: \_\_\_\_\_